## Approved For Release 2001/03/01 : CIA-RDP67-00042A000200090014-4

CHARGE-OUT SYSTEM

1. It is important that a charge-out system be instituted in the maintenance of the Subject File. All material withdrawn from the file should be replaced by a charge-out card indicating the date and person receiving the material. A periodic check should be made to insure the return of material withdrawn. A sample charge-out card is attached.



:		Ар	pro	ved	For	Rele	ase	200	1/03	/01 :	CIA	-RDI	P57-	0004	12A0	002	000	90014-4
1																	NO. OR NAME	
			1														TAKEN BY	
																	DATE	
																	NO. OR NAME	
																	TAKEN BY	
																	DATE	
																	NO. OR NAME	
 :	,					,,,								)			TAKEN B	

Approved For Release 2001/03/01 : CIA-RDP57-00042A000200090014-4